

# Minimum Supervisory Group Training Requirements

## Effective 1/1/2012

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### **SUPERVISORY GROUP 1 (Required)**

#### **Online Courses:**

- Civil Service Essentials; *and*
- Hiring and Retaining Top Talent; *and*
- Common Myths that Affect Good Supervision; *and*
- Leave Management; *and*
- Validating Employee Performance; *and*

#### **Instructor-Led Training:**

- Supervisor Capstone Workshop (*1 day*)

### **SUPERVISORY GROUP 2 (Required)**

- Conducting and Effective Job Interview (**MGT 142**)
- **Four** of the following seven CPTP classes:
  - Building Better Performance Through Employee Skill Development (**MGT 121**)
  - Effective Problem Solving and Decision Making (**MGT 133**)
  - Improving Employee Performance Through Coaching (**MGT 123**)
  - Individual Differences and Diversity in the Workplace (**MGT 117**)
  - Manager's Role in Workforce and Succession Planning (**MGT 080**)
  - Managing and Improving Work Processes (**MGT 135**)
  - Planning and Accountability (**MGT 131**)
- All class requirements for Supervisory Group 1

### **SUPERVISORY GROUP 3 (Required)**

- Individual Differences and Diversity in the Workplace (**MGT 117**)
- Managing and Improving Work Processes (**MGT 135**)
- Manager's Role in Workforce and Succession Planning (**MGT 080**)
- Planning and Accountability (**MGT 131**)
- All class requirements for Supervisory Groups 1 and 2